

[Your Name]  
[Your Title]  
[Your Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Granting of Signing Authority

I, [Your Name], holding the position of [Your Title] at [Your Company/Organization Name], hereby grant signing authority to [Authorized Person's Name], [Authorized Person's Title], to execute documents on behalf of [Your Company/Organization Name] pertaining to [specific purpose or project].

This authorization is effective from [start date] and will remain in effect until [end date or "revoked in writing"].

Please feel free to contact me should you need any additional information or clarification regarding this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]